

ADDENDUM No. 1		LSU	BID DUE DATE AND TIME	
BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE			10/21/2005 11:00 am CT	
SOLICITATION B6AMN0063 VENDOR # VENDOR NAME AND ADDRESS <div style="border: 1px solid black; height: 80px; width: 350px; margin-top: 10px;"></div>			RETURN ADDENDUM TO FAX 225-578-2292 Louisiana State University Purchasing Office 213 Thomas Boyd Hall Baton Rouge, LA 70803 BUYER Amanda Nettles BUYER PHONE 225-578-2176 ISSUE DATE 10/14/2005 # of Pages: 7	
TITLE: CHAIRS, OVERSIZED, TABLET ARM				
<p>Notice is given to all parties that this Solicitation is amended by the University as stated herein. This Addendum is hereby made an official part of this Solicitation.</p> <ul style="list-style-type: none"> Delete current solicitation page entitled "DELIVERY INSTRUCTIONS" and "GENERAL CONDITIONS-General Purpose Classroom Furniture" and replace with the attached entitled "Vendor Requirements-Turnkey Project Inside Delivery & Installation Instructions" page 1-4. Attachment entitled "LOCATION OF CLASSROOM TABLET ARM DELIVERY" is hereby made a part of the solicitation. Attachment entitled "LSU Vicinity Map" is hereby made a part of the solicitation. <p>Rev. 10/14/05</p> <p>This Addendum is to be signed and returned with your bid or otherwise acknowledged therein. If you have already submitted your bid, and this Addendum creates a need to revise/clarify your original response in any way, you are required to submit such in writing. To be considered, your addendum response must be submitted to and received by the issuing LSU Campus/Department at the "Return Bid To" address stated above no later than the specified bid due date/time. Submittals must be clearly marked with the solicitation number and the bid due date/time and returned via fax, courier service, hand delivery, or USPS mail. Bid revisions received after bid opening cannot be considered, whereupon the bidder must either honor or withdraw its original bid.</p> <p>Bidder's Addendum Acknowledgement/Response:</p> <p>As an authorized agent/signatory of the bidder, I/we acknowledge receipt of this Addendum, and _____ submit no alterations/clarifications to our original bid. _____ submit superseding revisions/clarifications to our original bid as written herein or attached hereto.</p>				
BIDDER (Name of Firm)			MAILING ADDRESS	
AUTHORIZED SIGNATURE			CITY, STATE ZIP	
PRINTED NAME			PHONE #	
TITLE			FAX #	
E-MAIL			FEDERAL TAX ID #	

Vendor Requirements – Turnkey Project Inside Delivery & Installation Instructions

Bid prices shall be inclusive of *all* associated costs to furnish a delivered and installed product, conforming to the University's requirements and satisfaction.

Vendor Responsibilities

Vendor is solely responsible for a turnkey delivery and installation project in accordance with the requirements, services, activities, and advisories stated below. Vendor is responsible for:

- Scheduling and coordinating all *onsite* delivery and installation logistics through the Office of Facility Development, LSU Project Coordinator.
- Closely monitoring all 3rd party shipping/transit timelines and maintaining carrier contact, from point of origin to destination; and giving prior notification to the University of delivery date(s) and estimated arrival times.
- All communications with 3rd party freight carriers relative to general and specific campus directions and delivery locations, scheduling arrivals, etc.
- Assuring that no onsite deliveries are made without prior notification. [Notice: Unscheduled deliveries shall be expressly rejected, without consideration given or accommodation made for the delivering carrier or vendor. Carrier will be instructed to contact the Vendor Project Coordinator for an offsite delivery location.]
- Assuring that no unassisted drop shipments are made. The Vendor Project Coordinator shall be responsible for meeting any 3rd party freight carrier upon arrival on campus and assuming a leadership role in carrier communications, under the direction of a LSU representative.
- Vendor is accountable for any and all carrier demurrage charges.
- The scheduling, coordination, and supervision of any local subcontractor(s) hired by the vendor to complete its turnkey project requirements and responsibilities (e.g. inside delivery, installation, etc).
- Any product assembly, handling, and installation in strict conformance with the product manufacturer's recommended procedures.
- Logistics for carrier offloading, inside delivery, uncrating, product placement, etc.
- Removal of all cartons, packaging materials, debris, etc, from the campus.
- Maintaining title to, and property insurance on, all products until project installation is complete and accepted by the University.
- Providing offsite storage in the event of unforeseen project delays (see Project Delays).

By submitting a bid, vendor acknowledges and accepts the above responsibilities, and has quoted all applicable charges relative thereto. [Notice: Failure to complete and include the enclosed "Vendor Project Coordination Resume" with your response will cause your bid to be rejected.]

University Responsibilities

- LSU will provide a Project Coordinator to offer direction and instruction to the Vendor Project Coordinator.
- LSU will provide parking space for Vendor delivery trucks or Carrier freightliners, and will make its best effort to position such space as close to the buildings/installation sites as feasibly possible. However, parking locations for tractor-trailers or other large trucks may not be immediately adjacent to the installation sites, especially for those buildings located

within the campus core. In all cases, the vendor is solely responsible for transporting the product from the carrier's parking location to the building sites.

- LSU will provide use of any building loading docks and elevators, where and as-when available.

Delivery Locations / Product Installations

A campus map and a listing of delivery locations and product installations (by buildings and classrooms) are attached for your use in preparing your bid prices.

Actual classroom numbers and LH/RH product counts are subject to vary at time of delivery and installation. Room numbers beginning with 1, 2 and 3 indicate their respective building floors. Elevators are available for vendor use in all buildings with installations above Floor 1, except Prescott Hall. [Notice: No elevator is available in Prescott Hall, and the vendor must use a stairwell for 2nd floor delivery and installation.]

Installation Schedule

The one week period, beginning January 3 and ending by January 10, 2006*, has been scheduled for vendor delivery and installation. Vendor may operate Monday - Friday, 8 AM - 4 PM.

Project Delays

In the event of unforeseen delays in building renovations and readiness, the University will give Vendor and Manufacturer as much advance notice as known; and the Manufacturer and/or Vendor will be required to hold shipment and/or onsite delivery for up to thirty (30) calendar days beyond January 3, 2006.

- If not already shipped, manufacturer will be requested to hold product shipment in good business faith for up to thirty (30) days without penalty, consignment, or storage fees to its Authorized Dealer/Vendor or to the University. Any applicable manufacturer fees must be quoted in your bid response and will be a factor in the award.
- If already shipped, vendor will be required to secure and provide offsite storage of the product for up to thirty (30) days. Any applicable vendor fees must be quoted in your bid response and will be a factor in the award. Property title shall rest with the vendor during storage.
- Delay penalty and/or storage fees are to be quoted on a daily and weekly basis, and shall be billable based on work days only, weekends and university holidays excluded.

Special Conditions

Increase/Decrease The University reserves the right to increase or decrease item quantities purchased from this solicitation by ten percent (+/- 10%), subject to bid prices received and budgetary considerations as deemed in the University's best interest.

Repurchases: Upon *mutual agreement* of the University and the Vendor at the time of consideration, additional product may be purchased at the bracket prices quoted herein, and under the same terms and conditions of this solicitation, for a period of one (1) year from the original date of award.

BID FORM

Item 1. RH Tablet Arm Chair \$ _____

Item 2. LH Tablet Arm Chair \$ _____

Item 3. Project Delay Fees (if any)

Shipment Hold by Manufacturer

A. Price per Unit per Day \$ _____

B. Price per Unit per Week: \$ _____

Item 4. Offsite Storage by Vendor

A. Price per Unit per Day \$ _____

B. Price per Unit per Week: \$ _____

Method of Award: Award to be made on an All-or-None basis to the overall lowest responsive and responsible bidder.

For bid evaluation and award purposes, the bidder's total price will be based on:

Item 1 Extension + Item 2 Extension + Item 3A (1125 units x 15 days) + Item 4B (1125 units x 2 weeks).

Quote Repurchase Bracket Prices Below:

<u>Qty Bracket</u>	<u>Each Price Drop Shipped</u> (No vendor installation)	<u>Each Price Furnished & Installed</u> (With inside delivery & set in place)
0 - 25	\$ _____	\$ _____
26 - 100	\$ _____	\$ _____
101 - 200	\$ _____	\$ _____
201 - 300	\$ _____	\$ _____
301 - 400	\$ _____	\$ _____
400+	\$ _____	\$ _____

Vendor Project Coordination Resume

Notice: Mandatory bid submittal. Failure to complete and include this page with your response will cause your bid to be rejected.

1. Specify Vendor's Project Coordinator information:

Name: _____

Phone: _____ Email: _____

2. Specify if Vendor intends to handle all onsite delivery and installation requirements using its own local staff and equipment resources. Product will be drop shipped to Vendor's location and redelivered using vendor trucks.

_____ YES _____ NO

3. Specify if Vendor intends to handle all installation requirements using its own local staff and equipment resources, but product will be drop shipped to by common carrier to LSU.

_____ YES _____ NO

4. Specify if Vendor intends to subcontract all onsite delivery and installation requirements.

_____ YES _____ NO

If YES, specify:

Subcontractor Company Name: _____

Address: _____

City, State, Zip: _____

Subcontractor Project Coordinator: _____

Name: _____

Phone: _____

Email: _____

Product will be drop shipped to Subcontractor's location and redelivered using vendor trucks:

_____ YES _____ NO

Product will be drop shipped to by common carrier to LSU:

_____ YES _____ NO

5. Specify your offsite storage arrangements in the event of a project delay:

LOCATION OF CLASSROOM TABLET ARM DELIVERY:

<u>Building</u>	<u>Room #</u>	<u>Station Count</u>	<u>Left-handed</u>	<u>Right-handed</u>
Audubon	108	23	11	12
	114	47	24	23
CEBA	2103	43	21	22
	2139	39	20	19
	2150	52	26	26
	2161	77	38	39
	2162	77	39	38
	2172	56	28	28
	2174	56	28	28
	3129	31	15	16
	3131	37	19	18
	3140	45	22	23
Himes	253	40	20	20
JC Miller	119	43	22	21
Lockett	113	32	16	16
	119	21	10	11
	134	39	20	19
	135	32	16	16
	240	32	16	16
	241	46	23	23
	282	18	9	9
Prescott	218	23	11	12
Tureaud Hall	105	94	47	47
	206	94	47	47
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TOTAL		1097	548	549
<i>Leftover chairs for LSU stock</i>			14	14
<i>to be delivered to Facility Services Warehouse</i>				
GRAND TOTAL		1,125	562 Left-handed	563 Right-handed

LSU-VICINITY MAP

SCALE: N.T.S.



NORTH

